

Grant Maintenance

Title I Technical Assistance & Networking Session

May 11, 2012

Melissa Williams

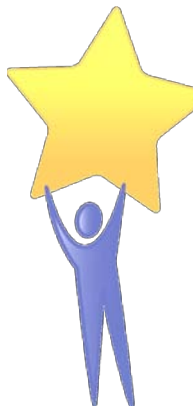
titlei@doe.mass.edu | 781-338-6230

Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION



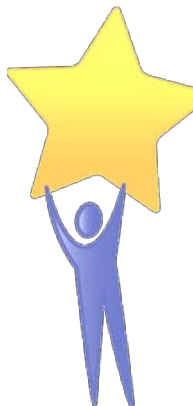
What We Will Cover Today?

- ★ End of School Year Requirements for regular Title I and Title I carryover (using 2012 funds)
- ★ Common Questions
- ★ Dates to Remember
- ★ Future of Grants
- ★ Helpful Web-sites



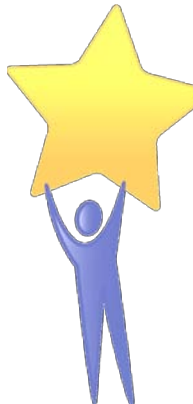
End of School Year Requirements Title I and Title I Carryover (using 2012 funds)

- ★ Amendments – Current and Going Forward
- ★ Extension Requests
- ★ Request for Funds
- ★ Final Financial Reports (FR1)
- ★ Carryover – FY2013 (using 2012 funds)



Amendments

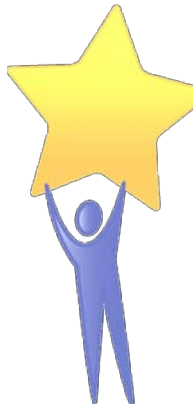
- ★ Status of increase/decrease requests
- ★ Next step – uploading approvals
- ★ Line item changes still allowed for all grants until 30 days prior to the grants end date



Extension Requests

★ Title I (305) may be extended to September 30, 2012 with a request:

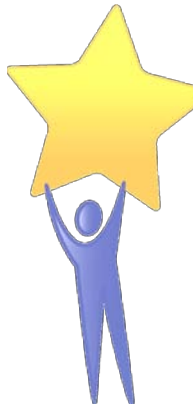
★ Title I: email request to titlei@doe.mass.edu. Due July 31st





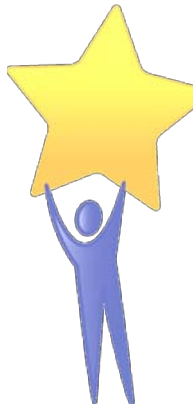
Requesting Funds

- ★ Grants Management Payment Center can be accessed through <http://doegrants.wji.com> and each district is allowed 2 users
- ★ Funds can be requested the 20th through the last day of every month
- ★ Last month to do a request is June
- ★ PowerPoint presentation can be found at (Appendix F) :
 - ★ <http://finance1.doe.mass.edu/Grants/procedure/default.html>



Final Financial Reports (FR-1)

- ★ Accessed through the Grants Management Payment Center (<http://doegrants.wji.com>)
- ★ Made available the day after your grant closes
- ★ You have 60 days after the grants ending date to submit
- ★ Will be closed once the signed FR1 is received
- ★ Changes can be done once submitted
- ★ Unexpended funds must be returned



Top section of FR-1

Massachusetts Department of Elementary and Secondary Education Grants Management Payment Center																																																										
HOME	ACTIVE GRANTS	PAST GRANTS	FAQ	PROFILE	USERS	LOGOUT																																																				
0049 :: KENMORE PUBLIC SCHOOLS																																																										
MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION STANDARD APPLICATION FOR PROGRAM GRANTS FINAL FINANCIAL REPORT FORM FR 1																																																										
<p>All sections of this report must be completed and the report submitted within 60 days of the end date of the project. Grant recipients should file their reports after reconciling carefully all figures with their city auditor, town accountant, or agency business manager.</p> <p>Grant Recipient: CAMBRIDGE PUBLIC SCHOOLS Address: 159 THORNDIKE STREET CAMBRIDGE, MA 02141 Project Number: 225-003-9-0049-J Name of Grant Program: Implementation-Expanded</p> <p><i>Please enter Funds Expended for each line item. Press TAB to move to the next line</i></p> <table border="1"> <thead> <tr> <th>LINE ITEM</th> <th>Current Approved Budget</th> <th>Funds Expended</th> <th>Balance Unexpended</th> </tr> </thead> <tbody> <tr> <td>Administrators</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Direct Service Staff</td> <td>\$9,576.00</td> <td></td> <td>\$9,576.00</td> </tr> <tr> <td>Support Staff</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Fringe: MTRS</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Fringe: Other</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Contractual Services</td> <td>\$7,900.00</td> <td></td> <td>\$7,900.00</td> </tr> <tr> <td>Supplies</td> <td>\$2,000.00</td> <td></td> <td>\$2,000.00</td> </tr> <tr> <td>Travel</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Other</td> <td>\$524.00</td> <td></td> <td>\$524.00</td> </tr> <tr> <td>Indirect Costs</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Equipment</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$20,000.00</td> <td>\$0.00</td> <td>\$20,000.00</td> </tr> </tbody> </table>							LINE ITEM	Current Approved Budget	Funds Expended	Balance Unexpended	Administrators	\$0.00	\$0.00	\$0.00	Direct Service Staff	\$9,576.00		\$9,576.00	Support Staff	\$0.00	\$0.00	\$0.00	Fringe: MTRS	\$0.00	\$0.00	\$0.00	Fringe: Other	\$0.00	\$0.00	\$0.00	Contractual Services	\$7,900.00		\$7,900.00	Supplies	\$2,000.00		\$2,000.00	Travel	\$0.00	\$0.00	\$0.00	Other	\$524.00		\$524.00	Indirect Costs	\$0.00	\$0.00	\$0.00	Equipment	\$0.00	\$0.00	\$0.00	Total	\$20,000.00	\$0.00	\$20,000.00
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Bottom section of FR-1

Total	\$20,000.00	\$0.00	\$20,000.00
Funds Received	\$20,000.00		
Budget Approved	\$20,000.00		
Funds Expended	\$0.00		
Unexpended Balance	\$20,000.00		

Person Completing Report

Name:

Title:

Phone:

Authorized Representative Signing this report

Name:

Title:

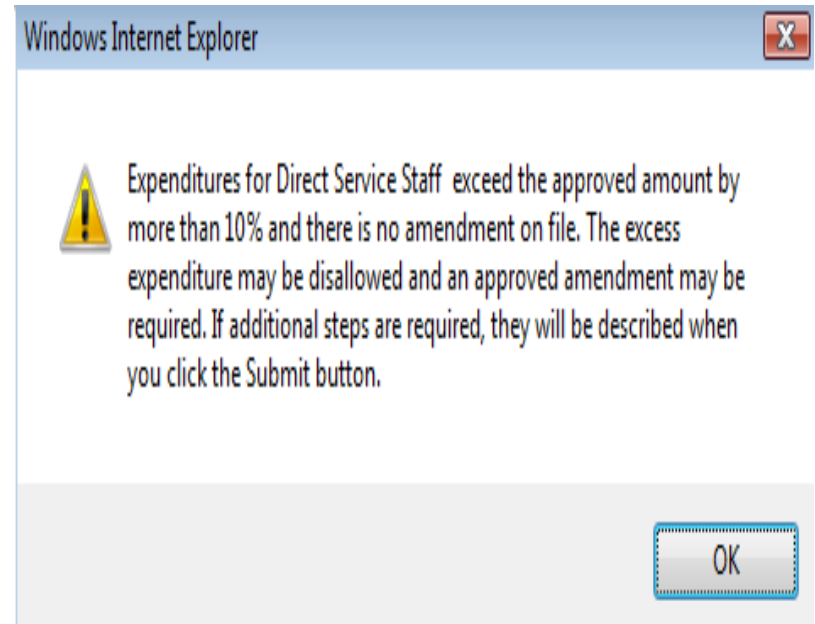
A check made payable to the **Commonwealth of Massachusetts** must be returned for any unexpended funds.

After submitting this report, print it out and send a signed copy to:
Massachusetts Department of Elementary & Secondary Education
Grants Management
75 Pleasant Street
Malden, MA 02148
Attn: Financial Analysis and Reporting



FR-1 cont.

- ★ Informational messages will appear in the following situations: If the expended amount is more than 10% or \$10,000 over the current approved budget for the line item
- ★ If the current approved budget for the line item is \$0 and the expended amount is more than \$100



Problems with FR-1

- ★ FR-1 can't be submitted if:
 - ★ There are funds left to draw
 - ★ Funds expended is greater than funds received
- ★ If one or more line items is over-expended (10% rule) the FR-1 is submitted on a provisional basis. Contact the Program Office, an amendment is needed.
- ★ If you find errors in the FR-1 after it is submitted:
 - ★ An amendment can be done, if needed.
 - ★ Call Grants Management at 781/338-6509 or 6572



Submitting FR-1

- ★ If the final report was not provisional, send the signed copy and reimbursement check, if applicable, to:

*Department of Elementary and Secondary Education
Grants Management
75 Pleasant Street
Malden, MA 02148
Attn: Financial Analysis and Reporting*



Carryover

- ★ Available to districts that either did not claim all of their funds or have unexpended funds through their FR1
- ★ Allowed to carry over 15% of current year's allocation
- ★ A waiver is needed if the funds you are looking to carryover exceeds 15% - this is available once every 3 years
- ★ Writing the application



Common Questions Regarding Title I Grants

★ Do Forms 1 and 2 need to be updated when an amendment is submitted?

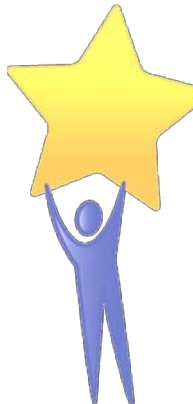
★ YES

★ Do we need to send in a signed hard copy of the amendment?

★ YES

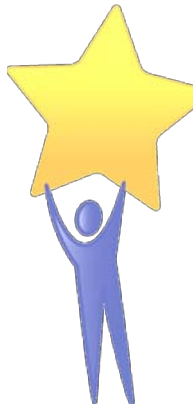
★ How long do amendments take to be approved, uploaded, and mailed out?

★ approximately 1 month



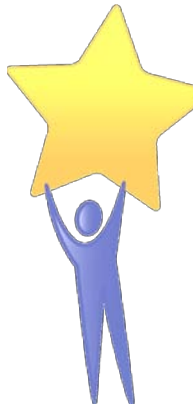
Important Dates to Remember

- ★ June:
 - ★ FY2013 allocations released
 - ★ Applications posted to the Department's Web site
- ★ July: Prepare FY13 Title I grant application
- ★ July 20-31: Last window to submit Payment Request payments (grants ending June 30th or August 31st)
- ★ July 31:
 - ★ last day to request extension for regular Title I grant
 - ★ line item amendments due for grants ending 8/31



Important Dates to Remember

- ★ August 1: Grants due for those seeking 9/1 start
- ★ August 31: Title I grant ends unless extension granted
- ★ September 1: FR1 available
- ★ October 1: FR1 available if extension granted
- ★ October 31: FR1 due for grants with 8/31 end date
- ★ November 30: FR1 due for grants with 9/30 end date
- ★ December 30: Carryover application is due



Future of Grants

- ★ Title I & Title IIA Grants to be submitted in the same workbook.
- ★ Uploading workbook:
 - ★ Both Title I & Title IIA grants have to be completed before submitting application
 - ★ New drop-box within the Security Portal
 - ★ Directory Administrator will need to give the “role” to staff in Title I & Title IIA
- ★ G3 – the new Grant System



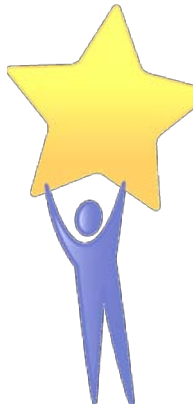
Websites

★ Title I: www.doe.mass.edu/titlei

★ Grants Management:
<http://finance1.doe.mass.edu/Grants/>

★ NCLB: www.doe.mass.edu/grant

★ School & District Profiles:
<http://profiles.doe.mass.edu/>



Question Time

